

2016 Argonne Users Meeting: May 9-12
Budget and Guidelines for APS/CNM Workshop and Plenary Session Organizers

Your workshop budget may be applied to speaker air and ground transportation, housing, and per diem.

Workshop organizers designate how much each of their speakers may spend and provide the approved amount to their speakers upon invitation.

There are explicit and important instructions regarding airfare purchases and reimbursements:

- Speakers **MUST** use a U.S. carrier for air travel. If a foreign carrier is used, airfare cannot be reimbursed. (An exception is travel on a foreign carrier that is booked through a domestic carrier.)

- **BEFORE** purchasing a plane ticket, the traveler must obtain a price quote through Argonne Travel.

The purpose is to confirm that the lowest reasonable fare is chosen. Here's the procedure:

- o The speaker contacts Karin (630-252-1783) to receive their honorarium number.
- o The speaker informs Karin of their approved budget amount (provided by organizer).
- o The speaker contacts Argonne's travel office (630-252-5050) to obtain a price quote using their honorarium number.
- o **Travelers can EITHER have Argonne Travel purchase their tickets for them OR the speaker can purchase their own ticket and be reimbursed.** Travel dates and start/end destinations must match the quote.

- Air travel will be reimbursed up to the amount quoted by Argonne travel (not beyond). If funds remain in the speaker's authorized budget after airfare, the remainder can be applied to other travel-related expenses.

Karin Widuch (kwiduch@aps.anl.gov, 630-252-1783) will coordinate all reimbursements. Organizers must provide Karin a summary of speakers and honorarium amounts once the workshop lineup is finalized (NO LATER THAN MARCH 25).

Other Travel Modes:

- Car rentals: Rentals between Chicagoland airports and Argonne National Laboratory are reimbursable. Cars rented from other locations are reimbursable to the extent the cost does not exceed the cost of airfare. The type of rental car must be a compact size and at the most economical rate possible. Gasoline must either be pre-purchased or the vehicle is to be returned full. For vehicles returned that require gasoline, the reimbursement will be limited to the pre-purchase rate.

- Personal cars: Mileage, gasoline, and tolls are reimbursable to the extent they do not exceed the cost of airfare.

- Train: The expense of train travel is reimbursable to the extent the cost does not exceed the cost of airfare.

- Taxi: Taxi expenses are reimbursable provided they are reasonable.

Date	Type	Funding	# waived speaker regis. fees	# waived organizer regis. fees
Mon. May 9	a.m. session speaker	\$1000	1	n/a
Mon. May 9	APS half-day parallel plenary	\$3250	4	n/a
Mon. May 9	CNM half-day parallel plenary	\$3250	4	n/a
Tue. May 10 and Wed. May 12	APS and CNM workshops	\$6000/full day (or \$3000/half)	8 waivers/full day (or 4 waivers/half)	2 waivers/full day (or 1 waiver/half)

Communicate Requirements to Speakers:

- **Original receipts are required** for ALL reimbursed expenses—housing, airfare, ground transportation, etc.
- Every speaker with a waived registration fee must register on-line as an “Invited Speaker.” If you have more speakers to waive than your workshop plan allows, please contact Connie Vanni (vanni@aps.anl.gov or 630-252-0909).
- Speakers must pay for meeting meals (lunches and banquet) as part of their registration.
- Funds remaining after travel expenses are paid may be applied to speaker per diem.
- Abstract submission is handled on-line as part of the registration process.
- The deadline for speakers to submit their receipts to the APS User Office for reimbursement is July 31!

Tax Issues:

Reimbursement does not have any tax repercussions for either US or non-US citizens. Funds are sent as a check to the person directly from UChicago Argonne, LLC.

If an honorarium is given (e.g., a lump sum is designated not linked to a travel cost), the ANL form will be filled out to reflect that dollar amount. US recipients are subject to standard tax laws and the funds are considered taxable income for any annual accrual of more than \$600. That is, Argonne will send a 1099 form to any US citizen who receives more than \$600 in any year in travel reimbursements. No tax is removed from the lump sum amount for US citizens or permanent residents. For non-US recipients, 30% is deducted off the top of the honorarium amount. The remaining amount is sent as a check to the person directly from UChicago Argonne, LLC. There is a means by which a non-US person can recoup that tax money—this effort is the responsibility of the recipient.

Suggested Workshop Schedule:

Follow the coffee break times and lunch times as closely as possible to minimize noise disruptions. Please

conclude workshops by 5:00 pm.

8:30 – 8:45 Welcome & Introductory Remarks (15 min.)
8:45 – 9:25 Speaker 1 (40 min.)
9:25 – 10:05 Speaker 2 (40 min.)
10:05 – 10:35 Break (30 min.)
10:35 – 11:15 Speaker 3 (40 min.)
11:15 – 11:55 Speaker 4 (40 min.)
12:00 – 1:30 Lunch
1:30 – 2:10 Speaker 5 (40 min.)
2:10 – 2:50 Speaker 6 (40 min.)
2:50 – 3:20 Break (30 min.)
3:20 – 4:00 Speaker 7 (40 min.)
4:00 – 4:40 Speaker 8 (40 min.)
4:40 – 5:00 Wrap-up and concluding remarks (20 min.)

Organizers, when you send e-mails to the User Office related to your workshop, please include the workshop designation (e.g., APS WK5 or CNM WK6) in the subject line of the e-mail. Thanks!